

Tempe Public Library
3500 S. Rural Road
Tempe, AZ 85282

480-350-5500
<http://www.tempe.gov/library>



Date

Dear Business Owner,

I would like to extend an offer to your organization to become a vendor of the Tempe Public Library's Comicon, which takes place on Saturday, January 23, 2016 from 11 am-3 pm. Join the Tempe Public Library as we celebrate this pop culture phenomenon.

Event Description

This event will be a multifaceted event for children, teen and adult fans of comics and cosplay. This event will feature authors, artists, demonstrations, information, face painting, comics, a costume contest and more.

A copy of the 2015 Tempe Public Library Vendor Commitment Form is enclosed for your review. Please feel free to call me at 480/350-5569 to discuss any ideas or suggestions that best meet the goals of your company. We look forward to your support for this Tempe Public Library event.

If you are a seller, you will need a Tempe Sales Tax License and an Arizona Joint Tax License. If you don't already have these they can be found at <http://www.tempe.gov/home/showdocument?id=4246>
www.aztaxes.gov

Sincerely,

Jill Brenner
Librarian
Tempe Public Library



2015 Vendor Commitment Form

Tempe Library Comicon
Saturday, January 23, 2016 11 am – 3 pm

Please fill out the form below to secure your spot for the event.

Organization Name:	
	Important- This is how your company name will appear in all documents.
Contact Person:	
E-Mail Address	
Telephone:	
Signature:	
Description of Service/Handouts:	
Arrival time:	
Equipment Provided:	<i>Two chairs and one 6' table will be supplied unless otherwise noted.</i>
Extra space need beside table? How many feet?	
Additional Tables / Chairs Needed:	
Other equipment needed:	
Electricity Needed?	

Please email this form to:

Jill Brenner
Tempe Public Library
jill_brenner@tempe.gov
Phone: (480) 350-5569

*Please return this form by **October 1, 2015** to reserve your space and ensure you receive full recognition as a Tempe Public Library Vendor.*